

31 July 1981

MEMORANDUM FOR: Office of Personnel Position Management and Compensation Division

FROM : [REDACTED] Chief, International Issues Division, Office of Political Analysis

SUBJECT : Assessment of Experiments with Alternate Work Schedules

REFERENCE : OP Notice No. 20-81-15 dated 11 June 1981

1. In the International Issues Division of the Office of Political Analysis we have two secretaries working on a compressed time schedule--the Division Secretary and the Political-Economic Issues Branch Secretary. One is a GS-07, the other a GS-05. They work four 10-hour days a week; each has a different day off. We plan to have a third secretary work this schedule, after she has been on board long enough to be fully familiar with the work, if she wants to.

2. The primary mission and functions of this component are to produce current, mid-, and long-term intelligence reports on the multi-disciplinary issues we follow. The employees on AWS do the full normal range of secretarial work. We are very pleased at how it is working out.

3. Following are conclusions requested in OP Notice No. 20-81-15 dated 11 June 1981.

2.B

- 1)
 - a. Productivity has increased.
 - b. No change in usage of sick leave. Use of annual leave has decreased.
 - c. No employee turnover.
 - d. No overtime.
 - e. Greater job satisfaction.
 - f. Better morale.

2)AWS has eliminated a transportation problem for one employee. Her husband is able to drive in his car pool on her day off so that eliminates necessity for another car.

3)We have found the AWS an asset in recruiting. It seems to have great appeal for full-time employees as well as part-timers.

4)No adverse effect on family activities.

C. No problems. On several occasions, AWS employees have forseen a possible crunch and adjusted their days off willingly, i.e. shifted day off from Wednesday to Friday.

D. Recommend highly that the system be continued and expanded.

STAT



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Assessment of Alternate Work Schedules in OPA

FROM: NFAC/OPA/Admin
Personnel
6F30 Hqs.

EXTENSION

NO.

Ref: OP Notice 20-81-15

DATE

22 July 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OP/PMCD
1016 Ames

4 AUG 1981

MM

2. DePmed

8/5

P

3. C/PSS

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. Attached are copies of two assessments of Alternate Work schedules in the Office of Political Analysis. Please note that the assessment from Latin America Division was also sent directly to PMCD. If you have any questions concerning these assessments, please call me on the above extension or [redacted]

Thanks.

OPA/Personnel

1-3
Bob -
What are we doing
with these?